

Central Intelligence Agency



Washington, D.C. 20505

OTE 87-3505

17 JUN 1987

Mrs. Norma Travis
Arlington Career Center
816 S. Walter Reed Drive
Arlington, VA 22204

Dear Mrs. Travis:

Thank you for taking time out of your busy schedule to attend the second annual Secretarial Training Conference on 9 June. Your willingness to share information about your program contributed greatly to the success of the meeting. Many of the participants said they had gained much from the exchange of information and had gleaned many ideas for possible revisions to their curriculums.

We look forward to seeing you at next year's conference. In the meantime, if you have any information you wish to share with us, or if you have any questions, please call on

Sincerely,

A rectangular box containing a faint, illegible signature.

Director of Training and Education

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